

Confidentiality






An Easy Read Guide



Tip!

Words in **pink** can be found in the Easy Read Glossary

What is Confidentiality?

	<p>Confidentiality means keeping something secret.</p>
	<p>Information about a TV or film production must be kept confidential and kept a secret.</p>
	<p>That includes information about the cast, the script and where the production is filming.</p>
	<p>This is so everyone can be kept safe</p>
	<p>and the story stays a surprise for audiences.</p>



If people who do not work on the production hear secret information, problems happen like:



The company loses a lot of money



The **schedule** being messed up




and security and safety risks.








If you are the one who shares secret information you might get into trouble.

The production company might even ask you to not work for them.

How to Keep Confidentiality

	There are things you should do to keep information secret.
	Do not tell friends and family about the production.
	Do not share the unit list and do not give out the phone numbers or emails of people working on the production.
	Do not take photos or videos at work unless it is part of your job.
	Do not leave work documents lying around where other people can find them.

	<p>Keep documents like your call sheet safe and out of sight.</p> <p>Do put passwords on your phone, laptop and documents</p>
	<p>And do put old paperwork in the confidential waste bin in the Production Office.</p>
	<p>If you lose paperwork, or your phone or laptop, or it gets stolen, tell your supervisor straight away.</p>
	<p>You might be asked to sign a document that promises you will not share information. This is called a non-disclosure agreement (NDA). Make sure you understand it and ask for support if needed.</p>
	<p>It is really important to remember that if someone is hurting you or being rude to you then you must not keep this a secret. You must tell someone you trust. Confidentiality does not mean you have to be silent about bad behaviour.</p>